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POST APPLIED FOR;

Through Proper Channel (Advance Copy)

Present Position: Deputy Chief (BPS 19) Planning & Monitoring,
Ministry of Kashmir Affairs & Gilgit-Baltistan Islamabad

- 1 **Family name:** Bahlkani
- 2 **First name:** Muhammad Haroon
- 3 **Date of birth:** November 08, 1971
- 4 **Nationality:** Pakistani
- 5 **Civil status:** Married
- 6 **Domicile:** Sindh (Rural)
- 7 **Address:** House no 1144, Street no 6, Phase 2 Extension, Bahria Town, Islamabad
- 8 **Phone /email** 051-2290659- 03082687386 bahlkani72649@yahoo.com
- 9 **Education:** Master in Public Policy
M.A Sociology
MSc Hons Agriculture
- 10 **Language skills:** Sindhi, Urdu, English, Balochi

11 MEMBERSHIP ON BOARD/COMMITTEE/OTHER BODIES:

- I. MEMBER OF RECRUITMENT COMMITTEE FOR FEDERAL PSDP PROJECTS
- II. MEMBER OF BIDDING COMMITTEE / TENDER EVALUATION COMMITTEE
- III. FOCAL PERSON PMES (PLANNING COMMISSION)
- IV. MEMBER OF PROJECT COORDINATION COMMITTEES OF FEDERAL PSDP PROJECTS
- V. MEMBER OF PROJECT STEERING COMMITTEES OF FEDERAL PSDP PROJECTS

12 Other skills: (e.g. Computer literacy, etc.)

Presentation skills, Communication skills, Motivation skills, Report Writing skills, Monitoring tools, data collection tools, contract and procurement skills, social mobilization skills, community development practitioner, advocacy skills, training skills, event organizing skills.

13. Experience; (10 Years within the Ministry of KA&GB in BPS 19)

14. Total experience in BPS 17 & above; (21 years)

15. Trainings and Workshops:

01. One week training on Modern Management Techniques by Establishment Division, Government of Pakistan.
02. Two days refresher training workshop on PPRA regulations by Cabinet Division, Islamabad
03. Three days training on Contract Management by LUMS & USAID
04. Three days TOT on Curriculum Development by TRG and USAID
05. one-week training on TOT by USAID DTW Islamabad
06. Two days workshop on gender sensitization by IRDO+ SW Govt; of Pakistan.
- 07 One week diploma on human rights education by FHRI, Islamabad.
08. One month computer proficiency training by IT Department, Govt; of sindh.
09. One-week training workshop on capacity building in budgeting for civil servants, by Decentralized Support Programme.
10. One-week training from AHK NCRD Islamabad on Project Proposal and Report Writing.

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11. Three days workshop on NGO database management by SWD Islamabad
12. One-week training workshop on social mobilization and presentation skills by CHIP Islamabad.
13. Three days orientation workshop for Master Trainers on human rights by FHRI Islamabad.
14. Three days training on women development and participation of women in political process by W3P project Islamabad
15. Three days workshop on gender development by GRAP at NIPA Karachi.
16. Three days workshop on orientation skills by USAID DTW Islamabad.
17. Three days training workshop on Project planning & Management for social sectors by LUMS Lahore.
18. PMES Data Base Management by Planning Commission Pakistan.
20. Database management for NGOs by federal Ministry of Social Welfare Islamabad
- 21 One-week workshop on community development and office management from NGORC and SW CDD Govt; of sindh.
22. Two days training on Evidence for decision making BECURE by UK aid, Harvard Kennedy School and NSPP.
23. One week training on Financial Management and Auditing by PPMI Islamabad

16. Key qualifications: (Relevant to the post)

I. Senior Management Course (20 weeks) SMC qualified from NIM Karachi, Under Establishment Division, Government of Pakistan

Having 21 years' experience with a variety of international organizations like World Bank, Asian Development Bank, USAID sponsored projects and with federal, provincial and local government levels for participatory sustainable social sector development at grass root level in rural communities for result oriented governance in Pakistan. I had vast Professional experience working with various donors like KFW, AFD, IDB, JICA, ADB, and IFAD in different projects of social sector in AJK & GB. The areas of experience included Contract and Procurement management, efficient usage of resources, HR management, financial management, and surveys on base line, KAP, Third party Validation, (TPV), Data Collection, Analysis and Reporting. Agriculture development, energy efficiency, rural development, water sector improvement and management , natural resource management, emergency management and response assistance ,environment and disaster management, women social empowerment and gender equity, community development, gender development, monitoring & evaluation of various national and international funded projects , promotion of community participation approaches, advocacy, counselling, poverty minimization through pro poor policies and grant management, TA to NGOs , SMCs, CBOs. Successfully worked as Resource Person of trainings and managed workshops, seminars on reproductive and health, education, District Council & CSO capacity building.

17. References

- a)Mr Peer Bux Jamali , Federal Secretary KAGB Division, Islamabad Cell no 03002270769
- b)Dr. Iqbal Panhwer, Ex Pro Vice Chancellor, Sindh University , Cell no 03003657851

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18. Professional experience

Date from - Date to	Location	Company & reference person ¹ (name & contact details)	Position	Description
2010 to 2019	Islamabad	Ministry of Kashmir Affairs & Gilgit Baltistan Islamabad	Deputy Chief (BPS-19) Planning & Monitoring Wing Drawing salary Rs; 150000PM	Administered, managed, planned and monitored PSDP projects of costing RS 50 Billion for AJ & Kashmir, Gilgit-Baltistan. Ensured smooth execution of development activities & co-ordinated among various donors like JICA, ADB, IDB, World bank, KFW, AFD, for social sector development in AJK & G-B. Prepared and verified the budget plans, cash plans, work plans of federal funded PSDP Projects up to RS 50 Billion for various departments of Kashmir, Gilgit-Baltistan and monitored the timely releases of the budget to projects. Ensured proper Monitoring & Evaluation mechanism for various development schemes. Prepared briefs, summaries, presentations for high level meetings pertaining to AJK & G-B for donors and high dignitaries. Achieved the approvals of PC-1s from CDWP/ECNEC of rural development, agriculture development, energy development, water sector improvement, relief and rehabilitation, disaster management, MNCH, population welfare, family planning sectors. Had sound Proven experience in financial planning, budgeting and efficient use of financial resources by government and donor organizations for AJK & G-B. Resolved the issues of Land compensation, LARP in PSDP projects. Actively Participated and deliberated in high level project steering committee meetings of various projects and development activities of G-B & AJK and ensured proper drafting the minutes of proceedings. Actively involved in the streamlining and monitoring of PSDP project activities with the expenditure and outcomes of the projects including the capacity building of the projects directors and staff by facilitating in imparting trainings and workshops. Achieved the desired targets through online system of PMES of Planning Commission. Developed specialized tools and formats for the monitoring of the PSDP projects and also actively supported the project execution and aligning their internal monitoring mechanisms. Professional experience in contract, procurement and Financial Management of projects of social sector.
April 2007 to April	Dadu, Sukkur, Khairpur, Ghotki,	USAID / Urban Institute Washington, District That	Local Government Citizen Participati	Implemented the DTW project as Local Government Citizen Participation Advisor, ensured the delivery of training programs in the district and Taluka Municipal Administration for achieving the result oriented

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2008	Shikarpur Sindh Pakistan	Work DTW	on Advisor Drawing salary 1600USD PM	governance indicators in devolution system for improving service delivery approaches in social sector. Prepared and monitored the strategic plans and local economic development plans for agriculture and rural development sectors; and enhanced the capacity of District administration to engage CBOs/ CSOs in budgeting, financial management and service delivery planning, decision-making process. Specially focused on enhancing own source revenue, computerization of tax collection system in Taluka Municipal Administration TMAs. • Achieved the targets of Resource assessment with an emphasis on community engagement. Established database for maintaining contact with donors, NGOs, SMCs, private sector, etc, to seek strategic partnerships, synergies, coordination and Cooperation to avoid overlap duplication or conflict in resource utilization.
September 2006 to April 2007	Sindh Pakistan	Asian Development Bank project Sindh Devolved Social Services Programme	Finance and Governance Specialist Drawing salary Rs;50000PM	Prepared Annual sector plan for district government and Taluka Municipal Administration TMAs as per policy guidelines determined by ADB and achieved the desired targets in timely manner. Ensured disciplined financial management, budgeting, and coordination to meet out the goals of MDGs through Social sector development specially MNCH, education, environment, water supply, drainage and sanitation, poverty reduction projects through pro poor and gender friendly policies as cross cutting themes by promoting public - private participatory approaches specially VDAs, Water User Associations, CBOs, NGOs, peasant groups and neglected segment of society. Provided TA for capacity building of health and education managers and implemented the strategic planning and implementation issues for decision making. Efficiently monitored the effective utilization of funds as per ASPs. Achieved the targets through framing short term, medium term and long term development plans for improved service delivery at grass root level & promoted the infrastructural development in rural societies. Coached and mentored a number of management trainees in NGOs sector. Ensured the delivery of results through Participation in several Competency Based interviews, Group Discussions & Analysis Presentation. Facilitated the designing, writing, printing/publishing, and disseminating the newsletter and other relevant information and knowledge

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Date from - Date to	Location	Company & reference person ¹ (name & contact details)	Position	Description
				pertinent to the assignment.
April 2003 to June 2010	Sindh, Pakistan	Appointed through SPSC in Social Welfare, Department Government of Sindh	Social Welfare Officer (BPS 17) Social Welfare, Department Drawing salary Rs; 30000PM	Achieved the desired targets of social safety protection for marginalized rural and vulnerable communities by registration and arranging funds through food support program of Pakistan Baitul Mall, Zakat department with support of NGOs, CBOs, CCBs and their capacity building on project proposals. Established proper monitoring and evaluation mechanism in the working methodology and provided guidelines for smooth delivery of social services at grass root level to uplift the deprived segment of the society by grant management. Established school for child labours who were engaged in donkey cart riding. Arranged awareness workshops, seminars, walks with support of civil society on gender equity, the role and effectiveness of rural women, poor, disadvantaged groups, disable persons, vulnerable and marginalized communities. Focused on social change management through citizen participation. Assisted Pakistan Baitul Mal and Zakat departments for identification of beneficiaries under poverty indication score card basis by research survey and proper distribution of financial grants to neglected segment of society for their sustainable development specially focusing disable and women, patients for poverty reduction at grass root level.
October 1997 to June 2003	Sindh Pakistan	Appointed through SPSC in Agriculture Department Government of Sindh	WMO (social mobilization) /DDO Agriculture(BPS-17) Rs 20000PM	Achieved the targets for rational usage of irrigation water through participatory approaches by formation and strengthening of farmer organizations, water user organizations, Water Management, Water Policies, water sector improvement. Changed the cropping pattern to less water for cultivation, motivated the farmers and growers through poverty alleviation programs for small-holder farmers .Ensured collaborative research and development adoption of irrigation, drainage and salinity management, programs for major cropping systems for enhanced productivity and food security. Ensured proper utilization of grant in aid to overcome on socio economic problems of peasants and vulnerable farmers through soil management and crop nutrition, as well as encouraged participation skills among rural communities.